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Revision Date	September 14, 2009

Facilities Development & Operations

SUBJECT: ELECTRIC/GAS SHOP CART ASSIGNMENTS

GENERAL PROCEDURE

1. All carts utilized by FD&O personnel will be considered a shop tool. The following will be taken into consideration when carts are assigned:
 - Job Classification
 - Job Function
 - Job Assignment
 - Tools required to carryout job duties
2. Employees must possess a current and valid California Driver's License and must have passed the University's online Defensive Drivers Training course in order to drive a State vehicle.
3. Availability of carts for assignment which may include shared or individual use.
4. Appropriate Administrator has validated the above and cart assignments.
5. Each employee assigned a cart will be responsible for daily inspections, reporting repairs to Supervisor if needed, and adhering to the auto shops maintenance schedule as required.